



AFI 24-301, 1 September 1997, is supplemented as follows:

NOTE: This supplement does not apply to US Air Force Reserve (AFRES) or Air National Guard (ANG) units or members. Unit-purchased scooters will not be managed by vehicle operations and use of Air Force registration numbers for this type of equipment will not be issued--locally developed activity license plates must be used. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through unit transportation channels to HQ AETC/LGTV, 555 E. Street East, Randolph AFB TX 78150-4440. Bases may supplement to provide detailed guidance to meet their needs without prior approval of this command. (Provide HQ AETC/LGTV a published copy of base supplement.)

1.2.6.10. Maintain the operations supervision monthly workload (computer generated) report for 1 calendar year to support manpower requirements.

1.2.6.11. (Added)(AETC) Use of all current automated vehicle operations software modules, except the war reserve materiel module is mandatory within HQ AETC. Bases should implement updates to these modules within 30 days of release date unless otherwise directed by HQ AETC/LGTV.

1.2.8.5. These cards are used for refueling DoD motor vehicles, including those rented or leased, when conducting official Government business. The card is not to be used at any time for refueling privately owned vehicles (POV). Military financial channels offer other reimbursement procedures to members who use POVs for official Government business.

1.2.8.6. Develop local procedures for vehicle control officers (VCO) to use for managing unit-assigned vehicles. VCO meetings should be held and information published and distributed relating to unit vehicle management on an as-required basis.

1.2.8.7. Annually perform a reconciliation between the command vehicle authorization list (VAL), Allowance Standards (AS) 019 and 025, Custodian Authorization/Custody Receipt Listing (CA/CRL), and the Air Force Equipment Management System (AFEMS). Correct discrepancies with the CA/CRL at wing level. Report discrepancies with the AS or VAL to HQ AETC/LGTV within 10 days. ASC 048 vehicle retention authority will not be loaded on the HQ AETC VAL. Account and receipt for all command base-registered vehicles, using the CA/CRL and Automated Fleet Information System (AFIS).

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OPR: HQ AETC/LGTV (CMSgt A. McCorkle)

Certified by: HQ AETC/LGT (Col R. Bonnell, Sr.)

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1.2.11.1. Equipment Support, in coordination with the chief dispatcher, will implement the following procedures when dispatching u-drive-it (UDI) vehicles:

1.2.11.1.1. Preinspect UDI vehicles. This eliminates preinspections by the customer and ensures serviceability while allowing time for repair or substitution.

1.2.11.1.2. Preposition the vehicle on a ready line close to the dispatch office (within 25 feet if possible).

1.2.11.1.3. Ensure UDI customers return the vehicle directly to the dispatch office where the condition of the vehicle is verified and accessories accounted for before releasing the operator.

1.2.11.1.4. Vehicle operations personnel will fully service UDI vehicles and return them to dispatch for upcoming requirements. However, the customer is required to remove any trash from the interior of the vehicle.

1.2.12.10. (Added)(AETC) Receipt for assigned vehicles using computer-generated VCO master vehicle listings or hand receipts.

1.2.12.11. (Added)(AETC) Conduct and document quarterly vehicle inspections with a goal of inspecting 100 percent of the unit's assigned vehicles annually.

3.5.15. Family pets will not be allowed in GOVs unless the member is making a permanent change of station move (not temporary duty) and traveling from passenger terminal to the aircraft. The owner must have the pet caged in order to ensure the safety of the driver and passengers.

4.3.5. (Added)(AETC) Establish procedures to ensure HQ AETC is notified of any government-owned or government-operated vehicle involved in an accident or incident under the following conditions:

4.3.5.1. Aircraft involvement.

4.3.5.2. Extraordinary circumstances; for example, fire or overturned vehicle.

4.3.5.3. Flight line vehicle used in direct support of the aircraft.

4.3.5.4. Accident resulting in hospitalization or loss of life.

4.3.5.5. Repair costs expected to exceed the vehicle's one-time repair limit.

4.3.6. (Added)(AETC) When incidents or accidents occur during nonduty hours, report required information the next duty day. Follow up on telecon reporting by message, memorandum, or E-mail. Information must include: date, time, and location of accident; type of vehicles involved; estimated cost of accident damages; and any other information necessary (for example, injury, death, or property or aircraft damage).

4.5. Brief the wing commander semiannually on all confirmed vehicle misuse cases.

5.4.1. (Added) (AETC) As a minimum, the following information must be included on or with the AF Form 601:

5.4.1.1. Authorization analysis.

5.4.1.2. Current VAL of the using activity or proposed user to include master and using organization codes and VAL serial number, if appropriate.

5.4.1.3. Directive, project, or publication that generated the request, if appropriate.

5.4.1.4. Proposed use of the vehicle in detail.

5.4.1.5. Expected utilization information (such as, miles, hours, passengers, equipment, supplies, materials, number of trips, etc.) and how this information is derived.

5.4.1.6. Effects of personnel requirements (for example, if the request results in a manning adjustment for the requesting organization).

5.4.1.7. Specific justification as to why currently authorized vehicles cannot satisfy requirement.

5.4.1.8. Justify why transportation support from vehicle operations (such as, taxi or UDI) cannot satisfy the vehicle requirements (use vehicle operations data to substantiate support or lack of support).

5.4.1.9. Mission impact statement on organization, base, or wing if request is denied.

5.4.1.10. Cite any actions taken to realign other authorizations to accommodate the requirement. Include the utilization analysis as an attachment after certification by the vehicle operations officer or superintendent. **NOTE:** GSA or other leased assets are not required to be included in the analysis.

5.4.2. (Added) (AETC) AF Forms 601 returned by HQ AETC/LGTV disapproved or with no action taken may not be resubmitted for the same requirement for a period of 6 months.

5.5.3. (Added) (AETC) Use vehicle operations software generated form letter when initiating a request for vehicle repairs that exceed approval levels identified in TO 00-25-249 and AFI 24-301.

5.5.4. (Added) (AETC) Salvage authority is delegated to the local chief of transportation for all noncritical vehicles in replacement code A-J. Send other noncritical and all critical vehicle disposition requests to HQ AETC/LGTV for action. Each base must notify HQ AETC/LGTV by memorandum, E-mail, or message no later than 7 days after vehicle is sent to DRMO.

5.6.4. (Added) (AETC) Installations may submit up to 15 separate critical vehicle types, with mission impact statements, in place of procedures in TO 00-25-249. The package must be reviewed and approved by the wing logistics group commander or designated representative having command authority over the transportation activity.

5.6.4.1. (Added) (AETC) The host wing who supports the technical training squadrons must submit a separate annual vehicle buy (Sheppard AFB is responsible for submitting Fort Leonard Wood and

Lackland AFB is responsible for Port Hueneme). The buy must include projected and (or) present training aid vehicle requirements with mission impact statements.

5.10.2.2. Each unit must submit an economic cost analysis, completed by the local accounting and finance office, when requesting a long-term lease.

7.1. See Transportation Advisory Notice, Command and Control Vehicles, for HQ AETC-approved command and control vehicle authorizations.

ROBERT H. KERR, Colonel, USAF
Deputy Director of Logistics